



GRADUATE BUSINESS STUDENT ONBOARDING GUIDE

2023–2024

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NEWLY ADMITTED STUDENTS - STEPS TO GET STARTED

The steps below will help you get started as a Graduate Business Student with Rowan University. You may have already completed some of these items, but please be sure to review each section carefully. For more information about any of these items, please refer to the [student handbook](#).

Accept your Offer of Admission: Matriculation Agreement

- Confirm your intent to join your Rowan Program and become a matriculated student.
 - a. Log in to the admissions portal where you applied to the program and sign your [Matriculation Agreement](#).
 - b. Your records will be updated over the next few business days.

Rowan Account Activation & Student Email

- Activate your [Rowan Network Account](#).
 - a. If this is your first time activating a Rowan network account, select “Other Login Options” to create your Rowan Network Account password.
 - b. You will set up DUO, a secondary security feature that all Rowan University community members use.
 - c. You will also be able to set a password for your Rowan University accounts.
 - d. Contact the [Rowan IRT Support Department](#) if you are unable to set up your Rowan Network Account.
- After your Rowan Network Account has been successfully activated, log in to your [Rowan email account](#).
 - a. Per Rowan policy, all official University correspondence is sent to your Rowan email address only.
 - b. Students can [set up an auto-forward](#) to send their Rowan @students.rowan.edu (Gmail) address to a personal email account.
- Access Rowan [Self-Service Banner](#).
 - a. Please utilize these [Rowan IRT Login Instructions](#) to access Self-Service Banner.
 - b. Rowan Self-Service Banner is where you will register for classes, view your schedule, pay your term bill, access your financial aid and all other necessary aspects of being a student at Rowan.

Before Starting Classes: Important Items to Review

- Make sure your Financial Aid is in order (if applicable).
 - a. For more details and the most up-to-date information about financial aid, please visit the [Financial Aid Office website](#) or email the Financial Aid Office: financialaid@rowan.edu.
 - b. Sign up for eRefund direct deposit!
 - i. The Office of the Bursar requires students who expect to receive a refund to enroll in our eRefund service. eRefunds are sent electronically via direct deposit to a designated personal checking or savings account. For more information on eRefunds and how to enroll, please visit the [Bursar's website](#).
- Make sure you meet all health form requirements.
 - a. Detailed information (including deadlines) and forms can be found on the [Wellness Center Website](#).
 - i. If admitted to a program after the health form requirement deadlines indicated on the Wellness Center Website, please complete the requirements as soon as possible and contact the Wellness Center if you have any questions.
 - b. **Failure to meet these requirements may result in a financial penalty and/or a registration hold on the student's account.**

- i. Immunization forms are required for ALL degree-seeking students at Rowan University, including online-only students.
 - ii. As of Fall semester 2023, Covid-19 vaccinations are recommended, but no longer required.
 - c. You can reach the Wellness Center at wellnesscenter@rowan.edu or 856-256-4333 for more information.
- See if the Student Health Insurance Waiver applies to you.
 - a. Matriculated, full-time Rowan students who wish to waive the University health insurance coverage must [follow these instructions](#) before classes begin.
 - b. New Jersey state law requires all matriculated, full-time students to have health insurance (either privately or through the University).
 - c. The University will automatically bill any student who does not complete the waiver process.
- Notify Accessibility Services (If Applicable).
 - a. Accommodations for all Rowan courses are approved on a case-by-case basis according to the [student's disability and documentation](#).
- Get Your RowanCard (Optional).
 - a. Information on how to receive your RowanCard Student Photo ID can be found at the [RowanCard ID Production webpage](#).
 - b. RowanCards allow students to use various services on campus such as printing, the RowanBucks program, meal plans, etc.
 - c. RowanCards for online-only students are also encouraged and will be mailed to students after the end of the official drop/add period.

Meet with an Advisor, Get Registered for Classes, Pay Your Bill & Start Networking

- Once you have reviewed the above sections, email our Graduate Business Programs Academic Advisor at GraduateBusinessStudies@rowan.edu with your name and contact information to schedule a virtual appointment or phone call.**
- Register for Classes - Review the following sections in this Student Handbook for details:
 - a. Planning Your Graduate Studies
 - b. [Registration Guide](#) (Additionally, please review the “How to Use” Section Tally section in this handbook)
- Pay Your Bill.
 - a. Term bills are typically generated one month prior to that semester starting (i.e., August for Fall semesters, December for Spring semesters, etc.)
 - b. Term bills can be accessed through the ePay Center, found under the Bursar tab in [Self-Service Banner](#).
 - c. NOTE: No bill will be mailed before classes begin; therefore, students must check their self-service account regularly and make payment arrangements in a timely manner.

Planning Your Graduate Business Studies

Master of Business Administration (MBA)

The Rowan University [Master of Business Administration](#) program consists of 36 graduate credits total in which 18 are required credits (8 courses) and 18 are customizable “elective” or “concentration” credits (6 courses). The

customizable 18 credits (6 courses) can be from either two areas of concentration (3 courses make up each concentration) or from one area of concentration (3 courses) and three elective courses across business disciplines. These flexible configurations allow the individual student to tailor the academic program to meet their specific career development needs and interests.

The time to completion for the MBA program is flexible and varies depending on student preference. Foundation requirements completed prior to or after starting the MBA will also affect the program completion duration. Many students are working full-time jobs and pursuing coursework part-time, which typically results in a two-to-three-year time period for MBA degree completion. Some students pursue MBA courses full-time, and time to completion ranges from one year (Fall, Spring, and Summer study) to two years (typically Fall and Spring study only).

The maximum time to completion allowed is six years; after that point, students will need to work with the Office of Graduate Business Studies to determine which courses may still satisfy degree requirements and which courses may need to be replaced.

[Click here to view MBA course requirements and concentration options.](#)

Graduate Certificates (COGS and CAGS)

The Rowan University COGS and CAGS vary in the number of courses required for each (see details on the Certificate of Graduate Study Program site), and each is flexible in terms of time to completion.

Students pursuing COGS and CAGS typically are working full-time and pursue coursework part-time. Most students complete the COGS and CAGS within two years of study.

The maximum time to completion allowed is six years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses may still satisfy degree requirements and which courses may need to be replaced.

[Click here to view Graduate Certificate \(COGS\) course requirements.](#)

Master of Science in Finance (MSF)

The Rowan University Master of Science in Finance program consists of 10 graduate classes totaling 30 credits. This is a part-time only program. All courses are offered in the online format; occasionally some courses are offered face-to-face on the main Glassboro campus, and online students are eligible to enroll if interested.

The time to completion is flexible, although most students complete the degree in two years by pursuing two courses each semester over five semesters (Fall Year 1, Spring Year 1, Summer Year 1, Fall Year 2, and Spring Year 2). The sequencing of courses requires adherence to prerequisites, so students should work with the Graduate Business Studies Office for course schedule planning.

The maximum time to completion allowed is six years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses may still satisfy degree requirements and which courses may need to be replaced.

[Click here to view MS Finance course requirements.](#)

Importance of Registering for Classes Early

Course registration opens within the same months every academic year.

- **Fall** semester registration typically opens towards the end of March
- **Spring** semester registration typically opens towards the end of October
- **Summer** registration typically opens towards the end of February

We recommend all students schedule academic advising appointments with the Office of Graduate Business Studies **PRIOR** to registration opening for the semester in which you would like to take courses.

REGISTRATION TIPS AND SUPPORT

Section Tally – Navigation Basics

Section Tally is a tool organized by term and includes all Rowan course offerings. Section Tally lists all registration-related information for each course including start and end dates, meeting days, times, location, mode of delivery (hybrid, online, etc.) instructor, prerequisites/restrictions, and whether there is any space available in the class.

For detailed instructions on navigating Section Tally, please review the [Section Tally Quick Guide](#).

Follow these [Registration Instructions](#) to register yourself for classes after meeting with your advisor.

If you have registration holds (e.g., GPA Requirement, Degree Pending, etc.) then you must send an email to GraduateBusinessStudies@rowan.edu for assistance.

For any technical issues with course registration (e.g., prerequisite or field of study errors), please contact the Office of Graduate Business Studies at GraduateBusinessStudies@rowan.edu.